



RINGSTEAD PARISH COUNCIL

Chair: Cllr Bill Jacob
Clerk and RFO: Simon Lee

clerk@ringsteadnorfolkparish.gov.uk

Mobile: 07529 214172

<https://www.ringsteadnorfolkparish.gov.uk/>

DRAFT MINUTES of the meeting of Ringstead Parish Council held on Monday 12 January 2026 at 7.00pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr Barnett, Cllr Crowfoot, Cllr Little, Cllr Rice and Cllr Shelley.
Two members of the public and S. Lee (Clerk).

1. **Apologies for absence.**

Cllr Everitt.

2. **Declarations of interest and requests for dispensations by councillors.**

Cllr Jacob advised of an interest being Chair of the Great Ringstead Allotment Charity.

3. **Approve the minutes of the Meeting of the Parish Council meeting held on 8 December 2025.**

The minutes of the Parish Council meeting held on 8 December 2025 were approved.

4. **Matters arising from the above minutes not discussed elsewhere on the agenda.**

No matters arising not noted on the agenda were raised.

5. **Allow Public Participation (10 mins).**

The Chair welcomed the two members of the public to the meeting and agreed to bring forward agenda item 8. b. East End Farm. One of the members of the public advised the meeting of potential changes to the access arrangements for the farm and other matters appertaining to the buildings. Given that these were private discussions between the landlord and land-agents, it was agreed that the Clerk be instructed to try and convene a meeting so that the Parish Council could better understand what might be planned.

6. **Finance.**

a. Bank Balances and Reconciliation

The Clerk noted there was currently £39,436.10 in the Unity Trust Bank accounts including ringfenced CIL funds amounting to £17,066.42.

Accounts

Bank Account	Jan-26	Jan-25
Current*	579.11	3524.22
Deposit*	38856.99	38745.51
TOTAL	39436.10	42269.73
Difference vs. last yr:		-£2,833.63

*CIL funds 2024/25 £7153.77

*CIL funds 2023/24 £9912.65

b. Consider payments and invoices December 2025.

The meeting approved the payments and receipts for December 2025.

Ringstead Parish Council Transactions December 2025

A/C	Description	Supplier	Period	Payment Type	Gross (£)	VAT (£) portion
Current	Clerk's salary Nov 2025	Clerk	Dec	BACS	540.80	0.00
	Clerk's Tax and Council NI Nov 2025	HMRC	Dec	BACS	174.05	0.00
	Clerk's expenses mileage	Clerk	Dec	BACS	15.30	0.00
	Grounds maintenance services	HHA Grds Mtc	Dec	Standing Order	348.70	58.12
	Service Charge	Unity Trust Bank	Dec	Direct UTB	6.00	0.00
	Internal auditor course	Norfolk PTS	Dec	BACS	66.00	11.00
	Understanding charities	Norfolk PTS	Dec	BACS	62.40	10.40
Total					1213.25	79.52

Receipts received December 2025

A/C	Description	Payee	Period	Remittance Number	Amount (£)
Sav	Interest 31/12/2025	Unity Trust Bank	Quarterly	Direct	216.40
Total					216.40

Transfer from UTB Instant Access A/C to Current A/C

Transfer from UTB Instant Access to Current A/C	Top-up Current A/C	Jan	Transfer	4000.00
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c. Consider any late payments.

There were two late payments to approve from Norfolk PTS for two courses as set out in the above payment schedule.

The Clerk also advised that the annual subscription for Microsoft 365 was due in early February 2026. It was agreed the Clerk would pay for the subscription and claim this back at the February meeting.

7. General Agenda Items.

a. External Reports.

The Council received the January 2026 Parish Report from Cty Cllr A. Jamieson.

b. Parish Clerk's report.

The Clerk advised of a meeting being organised by Hunstanton Town Council on the evening of the 22 January 2026 concerning Centre Port and coastal water quality. It was confirmed that Cllr Jacob and Cllr Shelley would attend on behalf of the Parish Council. An email had

also been received from the Borough Council seeking ways to improve dissemination of information about news and events and increase the Borough's database of local groups and organisations. It was agreed to include an article in the next newsletter promoting the Borough Council's desire to include local groups and organisations in their database.

The Clerk advised of risk regarding the storage of electronic data held by the Council, and it was agreed to investigate the purchase of a fireproof and waterproof box to retain hard drives and important hard copy documents, such as the leases for the playing field.

c. Dates for Ringstead Parish Council Meetings 2026/27

The Chair advised of difficulties in attending two meetings in April and July. After some discussion it was agreed to retain the 13th April 2026 meeting date and to move to the 6th July 2026, the first Monday in July.

d. Village Hall report.

Cllr Barnett updated the meeting on several matters regarding the management of the Village Hall, including works being undertaken to lay the hedge. Cllr Barnett updated the meeting on plans for the further social gathering planned for the evening of the 7 March 2026.

It was agreed, and the Clerk was instructed to purchase an additional set of Smart pads for iPad SP1 Defibrillator at a total cost of £81.40 including delivery.

e. Highway related items – including installation on new SAM2 post.

The Clerk confirmed that the Highways Officers at the County Council had agreed to replace the SAM2 signpost in the High Street with a taller post.

Cllr Little raised concerns about the cleanliness of Gateway entrances. It was agreed that the Clerk would try and ascertain if the Rangers would undertake cleaning of the structures, particularly the ones on Docking Road and Sedgford Road. There was also a discussion about seeking volunteers to maintain the gateways. At Peddars Way North someone had undertaken planting of low shrubs around the gateways that improved the entrance to the village.

Cllr Barnett raised a concern about someone regularly allowing their dog to foul the pavement on Docking Road and not disposing of the mess responsibly. It was agreed to raise the issue in the next newsletter highlighting where dog bins are located. It was also suggested putting a sign on the grass verge where the dog regularly fouled bringing attention to this anti-social behaviour.

f. Update on the bus and library service

There was no update on the bus service, and the Clerk advised that the library service were considering the request for the mobile service to make an additional stop at the Top End of the village.

g. Update on Playing Field and Grounds Maintenance.

Cllr Little updated the meeting on the weekly inspection and reported that rabbits were very active on the playing field. A large stick had been wedged into a rabbit hole in the goalmouth area, and this hazard had been removed. The new litter bin on the playing field was being well used. Cllr Shelley advised of the need to adjust the hinges of the gates at the entrance to the playing field to remove the hazard identified in the annual playground inspection report. The Clerk would also obtain a quotation to repair the chainlink fence in the playing field car park.

h. Update on Norfolk and Suffolk Devolution consultation and Local Government Reorganisation

The Clerk updated the meeting on the current uncertainty about timescales for implementing Local Government Reorganisation, particularly the Devolution and election of a Mayor. The Government had suggested that the elections in May 2026, including the election of a Mayor for Norfolk and Suffolk, be deferred. Across all political parties Norfolk County Council had unanimously agreed that elections ought to proceed, including election of a new Mayor, as prospective candidates had been identified and procedures were in place to manage elections. The Government were considering responses and would give their decision by February 2026.

i. Great Ringstead Allotment Charity

Cllr Shelley raised concerns about the Scheme that had been agreed by the Charity Commission in 2007. Cllr Shelley was particularly concerned about the custom and practice that appeared to have lapsed with the Parish Council receiving information about trustee vacancies and appointing new trustees. It was noted that the Scheme had no specific requirement for trustees to be appointed by the Parish Council, only that it promptly receive notice of any vacancy. Cllr Shelley was also concerned about the term a trustee could serve, which was considered contrary to the Charities Act 2011. It was noted that the current Scheme set out the basis for termination of a trusteeship, and that this was if a trustee resigned or died, became disqualified to be a trustee or failed to attend all meetings of the charity in a 12month period or were an ex officio trustee.

Cllr Jacob acknowledged concerns about the wording of the current Scheme and advised of a meeting they were attending with a Councillor from Holme-next -the Sea to review a Charity Commission Scheme that had recently been approved for a similar charity in their parish. The Chair was also attending the Norfolk PTS training session on Understanding Charities where it was hoped to gain more information about charities and their management in relation to Parish Councils.

j. Policies, procedures and risks – Ringstead Parish Council – Updated Risk management Policy and Internal Control Document.

The Clerk had previously circulated a copy of the updated 2026 Risk Management Policy and Internal Control Document.

It was proposed by Cllr Little, seconded by Cllr Shelley and **RESOLVED**: to approve the 2026 Risk Management Policy and Internal Control Document.

8. Planning matters.

Planning Applications.

The Clerk confirmed that an objection had been sent to the Planning Department for the revised proposal for planning application 25/01678/F, a single storey extension to replace the existing lean-to structure at April Cottage 2 Chapel Lane Ringstead Hunstanton PE36 5JX.

A revised planning application had recently been received for Mary Lyn, 9 Burnham Road. The Clerk had previously circulated a draft response objecting to the latest application, and it had been confirmed that Cllr T. de Winton had requested that the application be called-in. It was agreed that the Clerk be instructed to send the letter of objection to the Borough's Planning Department.

9. To review any correspondence.

None had been received.

10. **Agenda items for next meeting.**

It was agreed to include maintenance of the Jubilee seat.

11. **The date of the next meeting** of the Parish Council meeting was confirmed as 7:00pm at the Village Hall on the **9 February 2026**.

The meeting closed at 20:00 hrs.

